



***Q. I am the simply the p-card holder/person responsible for registering the attendees (I am not attending). How do I register people but not myself?***

- If you are not an attendee; but you need to register persons for the event, it is not necessary to log into the system. On the Welcome Page, click 'Continue' leaving both the email address and password fields blank.**



Welcome to the EEOC Training Institute

You are registering for the

EEOC Events on Jan 03, 2022 hosted by the EEOC Phoenix District Office.

If you have previously registered for an EEOC Training event, retrieve your profile details or complete an existing registration by entering your email and password and selecting CONTINUE.

**IMPORTANT:** If you are not an attendee; but you need to register persons for the event, [READ THIS FIRST.](#)  
If you need to request an INVOICE, [READ THIS FIRST.](#)

If you do not know your password, please use the Forgot Password link: [Forgot Password?](#)

If you have not previously registered for an EEOC Training Institute event, please select CONTINUE.

Email Address   
Password

Continue

**NOTE:** Your registration is not valid until you have successfully completed the entire process and received a printable confirmation page and an email.

- On the "Registration Profile" page, fill out the form with the information for the person who will be attending the course. **If you are not attending do not put your information in the fields.**



Registration Profile

\* denotes field is required.

Email Address \*   
Password \*   
Re-enter Password \*   
First name \*   
Middle initial   
Last name \*   
Occupation/Title \*   
Company name \*   
Address \*   
Address Line 2   
City \*   
State/Province \*   
Zip Code \*   
Phone Number \*   
TTY Number? ☐ TTY ?   
Additional Email   
CC Additional Email? ☐  
What is your organizations business?  
☐ Federal  
☐ State/Local  
☐ Private

Continue



## How to Register Other People for EEOC Events

**NOTE:** If you receive an "Email address is already in use" error when entering the attendee's email during Step 2, please call 1.703.291.0880 or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) to have the password reset.

- At the bottom of the 'Registration Profile' page, in the field that reads 'Additional Email' write your email address and **check the box that says, 'CC Additional Email'**. This will ensure that you are emailed the confirmation and receipt for your attendee.

City  \*  
State/Province  \*  
Zip Code  \*  
Phone Number  \*  
TTY Number? ☐ TTY ?  
Additional Email   
CC Additional Email? ☒  
What is your organizations business?  
☐ Federal  
☐ State/Local  
☒ Private

**Continue**

- Click 'Continue' to access the next page. Answer the additional questions and be sure to check the 'Attendee Detail' option. If you are registering more than one person Click 'Add Another Registrant' and continue following the steps. If you are only registering one individual click 'Continue' to enter the last page of the registration form and skip to Step 7.

**Additional Information**

\* denotes field is required.

How did you learn about this event? \*

☐ Colleague  
☒ EEOC event  
☐ Email  
☐ Mail  
☐ Newspaper/Newsletter Professional Organization  
☐ Other  
☐ SHRM  
☐ Social Media  
☐ Website

What is your position category? \*

☐ Attorney  
☐ EEO Director, Manager, Supervisor  
☐ EEO Professional (Investigator, Counselor, Specialist)  
☐ HR Director, Manager, Supervisor  
☒ HR Staff  
☐ Mediator, ADR  
☐ Other Manager, Supervisor  
☐ President, CEO, Owner  
☐ Union Representative  
☐ Other

Have you attended an EEOC sponsored seminar, course or conference in the last 5 years?  
☐ YES ☒ NO

Do you require any accommodation, due to a disability, in order for you to attend this program? \*  
☐ YES ☒ NO

**Attendee Detail**

Please confirm the attendee fee.

Attendee ☒ EEO Seminar \$ 349.00 Limit: 170 Available: 103

**Add Another Registrant** **Continue**



## How to Register Other People for EEOC Events

5. After clicking 'Add Another Registrant' you will be taken back to the Registration Profile page. This is where you will enter the second attendee's information. Be sure to fill the 'Additional Email' box with your email address and check the box that says, 'CC Additional Email.'
6. Repeat steps 2-4 until all registrants in your organization are registered.
7. Verify that all information is correct. If you are registering multiple people, make sure they are listed under 'Other Registrations on this Order' Click 'Continue' to enter the payment page.
8. If you are going to be paying via Credit Card, check the 'Charge my Credit Card' option and enter the card details. If you need an invoice, you can safely exit the form and call 1.703.291.0880 or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) to request your invoice.

**EEOC Training Institute**  
...Learn from the Experts

**Provide Payment Information**

Description	Quantity	Amount	Total
Attendee EEO Seminar	2	\$349.00	\$698.00
		Total:	\$698.00
		Balance due:	\$698.00

Pay via Credit Card

☒ Charge my credit card. \*

   

Credit Card Type \*

Name as it appears on card \*

Credit Card # \*

Credit Card Exp. Date \*  /

CSC Number \*  [What is the CSC Number?](#)

The charge will appear on your credit card statement as EEOC Training Institute. "EEOC Training Institute"  
The screen will turn into a printable receipt after this card has been approved. This process usually takes about 5 seconds.

**A note about security:** The information on this page is being transmitted securely using Secure Sockets Layers (SSL) to encrypt data. If the web address does not show "https://", it is because of the way your browser displays the frames of this page.

**Billing Address**

If your billing address is different from the address shown below, please enter your billing address.

☒ Use the billing address below:

Address Line 1

Address Line 2

City, State/Province, Zip Code

Non-U.S. Province, Country

**Continue**

9. If you are paying via credit card, click 'Continue' to process the card. You will be directed to a confirmation page. **A copy of this confirmation will be sent to both you and the registrant.** If you do not receive a confirmation email within 10 minutes call 1.703.291.0880 or email [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov) to have it resent.